



Department of Transportation

*Milwaukee County*

February 3<sup>rd</sup>, 2023

To: Interested Consultants

Subject: Request for Proposal (RFP) for Solar Energy Feasibility Assessment, Milwaukee County Fleet Management

Project No: WY085401

Contract Type: Type D – Compensation Based on Stipulated Sum (Lump Sum)

Dear Consultant:

Milwaukee County Department of Transportation is requesting proposals from qualified consultants to evaluate the feasibility of installing a large-scale solar photovoltaic system at Milwaukee County Fleet Management, 10320 Watertown Plank Rd in Wauwatosa. The project background and scope of work are attached.

Proposals are due March 3<sup>rd</sup>, 2023. An interview with a short list of consultants may be conducted following review of the proposals. The contract is expected to be awarded in November and Notice to Proceed given in December.

There is a minimum 17% TBE requirement for this project.

Questions regarding the Fleet location should be directed to:

Mr. John Blonien, Fleet Director

Milwaukee County Fleet Management, 10320 Watertown Plank Rd, Wauwatosa 53226

414-257-6575

[john.blonien@milwaukeecountywi.gov](mailto:john.blonien@milwaukeecountywi.gov)

Sincerely,

John Blonien

Fleet Director, Milwaukee County Department of Transportation

Attachments

Attachment A – Sample Contract – Type D

Attachment B – Manpower Direct Salary Rate and Overhead and Profit Factor Schedule

Attachment C – Targeted Business Enterprise (TBE) Requirements Form

cc: Gordon Bennett/DAS-Sustainability, Stu Carron/DAS-Facilities Management

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## Appendices

Appendix A: Sample Contract  
Appendix B: Proposal Forms  
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## **I. PROJECT BACKGROUND**

Milwaukee County Fleet Management is requesting proposals from qualified consultants to provide planning, technical feasibility, and related services to Fleet Management in connection with the potential development of a large-scale solar photovoltaic (500kw or larger) installation on the Central Fleet Garage site. Fleet Management has approximately 300,000 sq ft of flat roof on the main garage and administration building, and approximately 2.5 acres of parking lot space that may be suitable for installation of photovoltaic cells by roof mount and canopy.

## **II. SCOPE OF SERVICES**

Pursuit of the procurement of a solar photovoltaic installation on Fleet property requires that certain development criteria be fully analyzed before proceeding further. This project is intended to provide Fleet Management with information needed to determine if further steps towards procurement are warranted. Development criteria analysis in the form of a feasibility study shall include:

### **Task 1: Land Use, Technical Analysis, and Risk Assessment**

Under this task, the Consultant shall determine what portions of the Fleet site could be used for a large-scale solar PV system as well as any risks associated with a PV installation on site.

Solar irradiance and the need or benefit of solar tracking and/or energy storage devices shall be evaluated.

Roof load and existing roof capacity shall be evaluated. Roof load and mounting recommendations shall be backed by structural engineering calculations by a Wisconsin licensed professional engineer, and mounting recommendations shall not void roof warranty or decrease the useful life of the roof.

Technical analysis of the existing site electrical infrastructure and any risks or requirements for upgrades shall be determined. Potential interconnection points shall be identified.

Since funding source may include Federal grants which encourage 'buy-American', the availability and performance of American-made components shall be determined.

Identification of principal project risks (including but not limited to system underperformance, electrical safety, supply constraints, procurement timeline and severe weather impacts) and potential mitigation strategies shall be determined and reported.

## **Task 2: Current Energy Usage & Economic Analysis**

The consultant shall evaluate Fleet's current energy usage, power needs, and usage profile to define an optimal solar PV project size. The analysis shall verify system square footage requirements, and include a business and economic case to move forward. Identify and recommend potential sources of external funding or incentives that could be used to support a solar PV project at the Central Fleet Garage. The energy analysis shall include estimated annual potential for photovoltaic energy production (kWh), the estimated financial value of the energy generated, estimated upfront cost for the photovoltaic system after any applicable incentives, eligible funding sources, and/or grants, operating and maintenance costs, and payback analysis for each installation option. Economic analysis must use reasonable performance expectations and include lifetime degradation. All costs and infrastructure needs for safe system installation and grid connectivity of any potential sites identified for a large-scale photovoltaic system shall be addressed. Front-of- or behind-the-meter alternatives, as well as ownership options, shall be evaluated and compared. The economic analysis shall also compare the cost-benefit of the County retaining environmental benefits that may derive from the installed system.

## **Task 3: Future Energy Requirements & Fleet Electrification**

The Consultant shall discuss future vehicle electrification needs with Fleet Management staff specifically related to future on-site charging station requirements and potential battery storage capacity of vehicles stored at that location. The consultant shall provide insight on how this may affect financial value of PV installation and/or whether it may be required to maximize benefit based on currently available "Power Purchase Agreements" (PPAs) in Wisconsin.

## **Task 4: Legal Review & Coordination with Local Utility**

The Consultant shall review and report applicable federal, state, county and local municipal regulations and statutes, as well as local utility requirements, pertaining to photovoltaic systems, including a legal review of PPAs in Wisconsin. The Consultant will need to engage the local energy provider (WE Energies) early in the process to understand current utility tariffs and programs for renewable energy installations, as well as interconnection requirements with the utility. An overview of the interconnection, Environmental Assessment, permitting and procurement processes shall be provided, along with an estimated timeline for a PV project on this site.

## **Task 5: Coordination with County Staff**

Milwaukee County has many capable mechanical staff and master electricians interested in learning and participating in such a project. The consultant shall provide detail on potential cost benefit if County employees were to provide some

level of mechanical and electrical support. Specific details on proposed staffing shall be discussed with Fleet Management after RFP award.

### **Task 6: Reporting**

The consultant shall prepare a formal feasibility report summarizing land use, technical analysis, energy usage, economic analysis, and local utility connection requirements. Included in this task shall be a presentation to Fleet and Facilities Management staff on the results of the project.

## **III. PROJECT SCHEDULE**

The following are the major milestones for this project:

RFP Proposals Due	March 3 <sup>rd</sup> , 2023
Formal interviews (if needed)	Week of March 27 <sup>th</sup> , 2023
Administrative Award Execution	May 2023

Additional schedule information:

- Vendor shall provide study results no later than 60 days after executed Administrative Award.
- All on-site work is to be performed during regular business hours Monday-Friday.

## **IV. PROPOSAL CONTENT**

Proposals shall be prepared in sufficient detail to permit the County to evaluate the Consultant's understanding of the Scope of the Project. Further, the proposal should contain, as a minimum requirement, the following items:

- A. Cover: Include date, project number and name, consultant's name, address, telephone number, e-mail address, etc.
- B. Table of Contents: Include a clear identification of the material by section and by page number.
- C. Letter of Transmittal: Limited to two pages, briefly state the proposer's understanding of the service to be provided and a positive commitment to perform the services as defined in this RFP.
- D. Organization Description: A description of the organization submitting the proposal. Include the name, size, legal status (corporation, partnership, etc.), professional registration/certification, major type of activity or areas of consulting.

- E. Organization's Experience: We are looking for a consultant that has proven experience in similar types of projects. Include a list of similar projects that the organization has participated on in the past five years. Attach a separate sheet for each project, up to five maximum, giving a brief description of each project, the organization's participation, and a client contact reference and phone number. Provide a list of three (3) references that can be contacted with questions regarding your past work.

Fleet Management seeks consultants that have the following experience:

- Strong experience performing solar energy site assessments including structural analysis.
- Strong experience with economic analysis for governmental units
- Strong experience related to electrical engineering design.
- Strong experience related to feasibility evaluation, preparing construction documents, or developing "Power Purchase Agreements" (PPA) for large-scale (1MW or larger) solar energy installations.

- F. Project Organization and Staff Experience: Include an organizational structure of the project team, including the relationship of the sub-consultants to be used for this project. Include the name of the Principal In-Charge of this project along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume for each individual involved in the project, and include their name, title and/or duties for the project, professional registration, a brief description of related experience including time contribution in this capacity to past projects, and qualifications.

- G. Fiscal Relationships: Identify any fiscal relationships your firm has with companies that sell, install or operate solar energy systems or offer PPA service.

- H. Project Approach: Provide a detailed description of your understanding of and approach to each part of the scope of services.

- I. Scheduling: Provide a timetable and relationship of tasks which are necessary to complete this project as noted in the "Project Schedule" section of this RFP.

- J. Consultant Effort: Provide a detailed breakdown of the direct hours by task, position, and person to complete the project as described in this RFP. Complete the following forms found in Appendix B: Attachment B (Manpower, Direct Salary Rate and Overhead factor Schedule)

- K. Allowance: There is a \$500 miscellaneous allowance in this project. This amount is for unanticipated expenses incurred beyond the scope of work and can only be used with prior Milwaukee County written authorization. This amount is not guaranteed to the consultant. The \$500 shall be included as part of the "reimbursables/allowance" amount on the fee proposal form (Appendix B).
- L. TBE requirements: Targeted Business Enterprise (TBE) instructions and forms can be found in the Consultant Agreement. The project goal is 17% TBE involvement. The proposal must include the names and fee percentages of Milwaukee County certified TBE firms that the proposer intends to use on form TBE-14. All proposed TBE firms must be Milwaukee County certified at the time the proposal is submitted. If consultant does not propose to meet the 17% goal, the Certificate of Good Faith Effort must be included or the proposal may be considered unresponsive. The consultant shall complete the TBE Utilization Form that is in Appendix D. Proposals which do not meet TBE requirements may be rejected.
- M. Fee Proposal: The fee for this project shall be clearly stated as a time and materials, not-to-exceed fee for basic services and further broken down for each phase of work. The Consultant Proposal form in Appendix B shall be completed indicating the "basic services" amount and the "reimbursables/allowance" amount. Failure to complete the Consultant Proposal form may result in rejection of the proposal. Progress payments for those services will be made as stated in the professional service agreement in Appendix A. The proposers must recognize this is not a bid procedure, and a Professional Service Agreement will not be awarded on the basis of the low fee proposal. The work will be awarded on a not-to-exceed sum. The proposal form provided in Appendix B shall be submitted with the proposal. An itemized listing of hourly rates, unit costs, and reimbursable expenses shall be provided to allow for revisions to the scope of work if necessary.

## **V. PROPOSAL SUBMISSION REQUIREMENTS**

Submit five (5) copies of the Proposal in a single envelope, also please submit an electronic copy of the proposal in a PDF format. Envelope must be identified with the submission date, RFP title, project number, and name and address of the submitting party. Envelopes that are not properly identified or received after the time and date listed will be rejected.

By: 2:00 PM on Monday, March 3<sup>rd</sup>, 2023, to:  
John Blonien – Fleet Director  
10320 Watertown Plank Road  
Wauwatosa, WI 53226

OR via email at [john.blonien@milwaukeecountywi.gov](mailto:john.blonien@milwaukeecountywi.gov)

The owner's representatives working with the Consultant will be John Blonien, Fleet Director, Greg Kowalski, Fleet Buildings and Grounds Manager, and Mr. Gordie Bennett, Sustainability Director. Questions related to the proposal content or contract documents can be submitted in the Bonfire Portal. Questions related to the Fleet Facilities can be directed to John Blonien via email, or phone at 414-257-6575. Consultants who submit questions should follow up with direct contact to ensure the questions were received. All questions shall be submitted no later than February 17<sup>th</sup>, 2023. Responses to questions considered to be of general interest will be distributed to all RFP holders via the Milwaukee County Procurement Website. Milwaukee County reserves the right to not respond to questions received after February 17<sup>th</sup>, 2023.

## **VI. CONSULTANT SELECTION**

Proposals will be evaluated and ranked on the following criteria:

1. Quality and responsiveness to TBE goal	25%
2. Project approach and understanding	20%
3. Qualifications and experience of assigned staff	30%
4. Total fee and hourly rates	25%
Total	100%

There is a minimum 17% TBE requirement for this project. For the TBE involvement, credit may be given to those consultants that utilize their subcontractors in a way to advance the TBE program and to those that exceed the minimum 17% involvement.

The evaluation team will be made up of three to five individuals with technical knowledge of the requirements and familiarity with the project. Depending on the number and quality of the submittals, Milwaukee County may decide to conduct interviews of a short-list of consultants. An evaluation team may select up to three consultants to attend an interview, which, if required, will be held the week of March 27<sup>th</sup>, 2023. The interview will be evaluated based on project team, experience and qualifications, project understanding, and the overall presentation.



A final professional service fee will be negotiated after the consultant has been selected. Milwaukee County reserves the right to accept or reject any and all proposals.

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